



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: November 1, 2021

CLOSING DATE: November 17, 2021

POSTING OPEN TO: ☐ OIT EMPLOYEES IN UNIT SCOPE(S):
 ☒ STATEWIDE (STATE EMPLOYEES ONLY) *See below.
 ☐ GENERAL PUBLIC

TITLE: Administrative Analyst 3, Information Systems

POSTING # 2021-115

TITLE CODE: 50075G

NUMBER OF POSITIONS: 1

SALARY RANGE: P26 \$70,008.56- \$99,596.69

HOURS OF WORK: 8:00 a.m.-4:00 p.m.

LOCATION: NJ Office of Information Technology
 Managed Hosting Division
 300 Riverview Plaza
 Trenton, NJ 08625

***PLEASE NOTE:** Open to NJ State employees with underlying permanent status who meet the requirements listed below as a promotional/lateral opportunity, subject to current promotional/hiring restrictions.

SPECIFIC TO THE POSITION: Under the direction of the DCTO for New Jersey Office of Information Technology (NJOIT) Managed Hosting Division, assume the leadership role for the IT Consolidation initiative. The main responsibility is to actively engage both internal NJOIT Infrastructure and Operations teams and Agency technical and business stakeholders for the identification of assets targeted for migration, planning, and coordination of migration activities. New Jersey is following a hybrid consolidation of Executive Branch infrastructure, applications, and data into the NJOIT Managed Enterprise Data Centers (EDC). This includes but is not limited to: Coordinating both virtual migration activities, P2V and V2V, as well as the migration of physical assets when required; Assisting in coordinating the removal of decommissioned equipment to the Treasury BOSS Warehouse. In addition to Consolidations, this position will be responsible for reviewing all server, storage, appliance, software and maintenance procurements. The goal is to identify potential future consolidations. This position will write procurements for Servers, Storage, and Maintenance Renewals for any Agency that does not have an OIT Liaison. Procurements must comply with the existing negotiated contracts between the State of New Jersey and the 3rd party vendors.

DESCRIPTION OF POSITION: Under general supervision of an Administrative Analyst 4, Information Systems, or other supervisory officer in a state department or agency, performs the analysis and evaluation of internal operations, business practices, methods and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives; evaluates users' needs and recommends (IT) solutions; provides recommendations in support of the agency's business needs and IT goals and objectives; formulates and/or recommends IT policies and procedures; may function as project leader; does other related duties as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an

organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course - by - course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <http://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

As a condition of employment with NJOIT a background inquiry may be conducted.

Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

Electronic Filing: Applicants are encouraged to file electronically. Forward your NJ Application for Employment, resume and letter of interest to recruiter4@tech.nj.gov **Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward your NJ Application for Employment, resume and letter of interest **(including posting #2021-115)** to:

Heather Pursell, Manager, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212



Authorized by: _____

Lisa Blauer, Chief of Staff